

RETRIEVING YOUR PASSWORD

In order to retrieve your password you will be sent an email like the one displayed to the right. Note: If you have not received an email to reset your password please check your Barracuda filter or contact your school's Technology Specialist for help. Within the email click on the "Reset Password" link. This will take you to a web page where you will be allowed to reset your password. Type your new password in the first field and confirm it in the second one below. These passwords must match exactly. Once you

TalentEd Perform

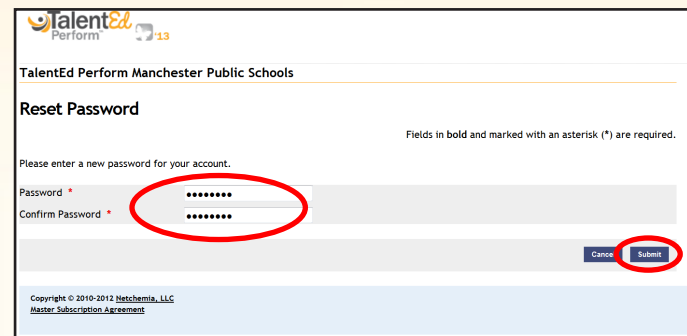
Hi Justin,

Please follow the link below in order to reset your Perform password. If you do not wish to change your password no action is required.

Your username is: **jfirth**

[Reset Password](#)

Powered by [TalentEd Perform](#)

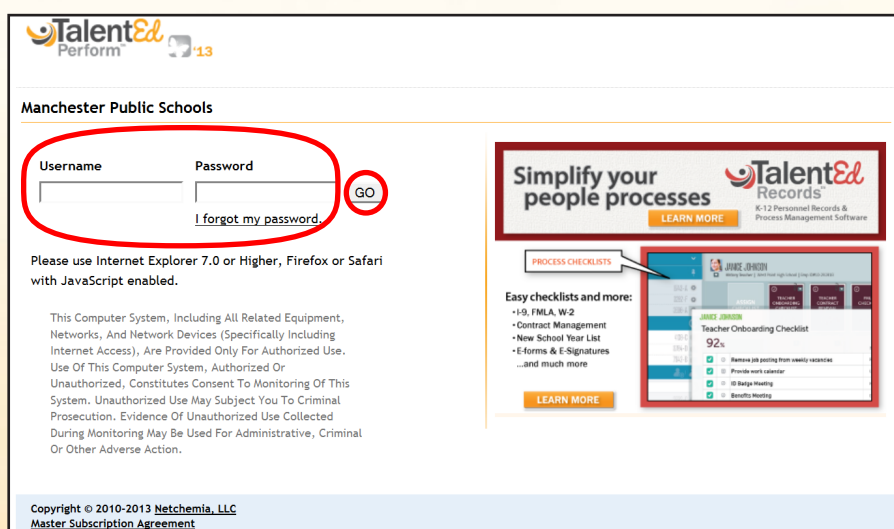


have a matching passwords in both fields click the "Submit" button in the lower right hand corner. Once this is complete you will be taken to a success screen with a link to return to the login page. Click this link. You are now ready to log into TalentEd Perform.

LOGGING IN

To log into TalentEd you will need your user name and password. Your user name is your full Manchester Public Schools email address. For example, "Teacher1@manchesterct.gov" would be a teacher's full email address and thus their user name within TalentEd. Your password is the password you created when you were sent the original TalentEd email. If you do not have a password please complete the steps under "Retrieving Your Password" above.

Enter your user name and password into the indicated fields. Once both are entered correctly click the "Go" button. If you have forgotten your password you can enter your user name and click the "I forgot my password" link and TalentEd will send a replacement password to your email box.



Login link:

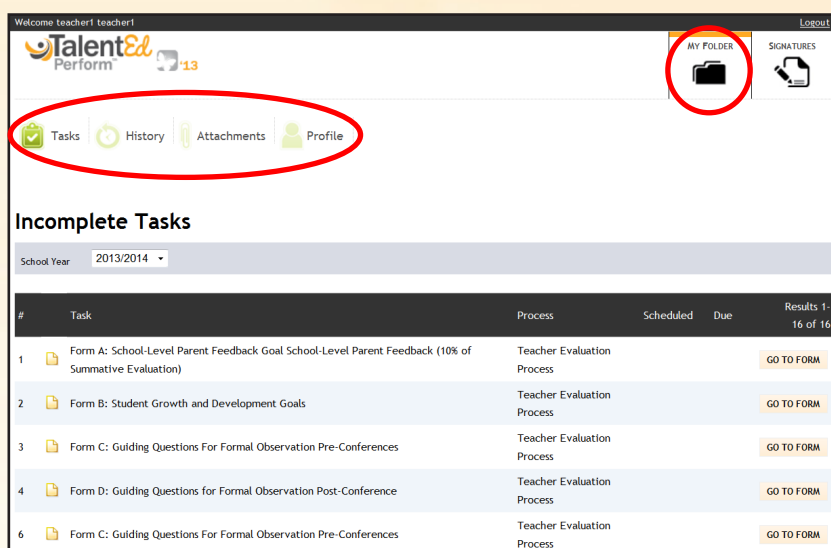
<https://manchester.cloud.talentedk12.com/perform/login.aspx>

MY FOLDER

After logging in you will be taken to the “My Folder” menu. The My folder Menu is your home screen within TalentEd. From here you can view tasks, go to forms, review your history, view attachments, and view your profile.

Near the top left are four green menus. Each of these serves a different function. The one that is open when first logging into TalentEd is the Tasks Menu. This will display any and all open tasks that you have left to perform. The tasks will be displayed below along with pertinent information such as: the name of the task, the process to which the task belongs to, the date the task is due to be completed, and a link to the task itself.

The History menu allows you to view the history of your account including updates and completion dates. The Attachments menu will allow you to view attachments that you or your supervisor has added to the various forms assigned to you.



#	Task	Process	Scheduled	Due	Results
1	Form A: School-Level Parent Feedback Goal School-Level Parent Feedback (10% of Summative Evaluation)	Teacher Evaluation Process			GO TO FORM
2	Form B: Student Growth and Development Goals	Teacher Evaluation Process			GO TO FORM
3	Form C: Guiding Questions For Formal Observation Pre-Conferences	Teacher Evaluation Process			GO TO FORM
4	Form D: Guiding Questions for Formal Observation Post-Conference	Teacher Evaluation Process			GO TO FORM
6	Form C: Guiding Questions For Formal Observation Pre-Conferences	Teacher Evaluation Process			GO TO FORM

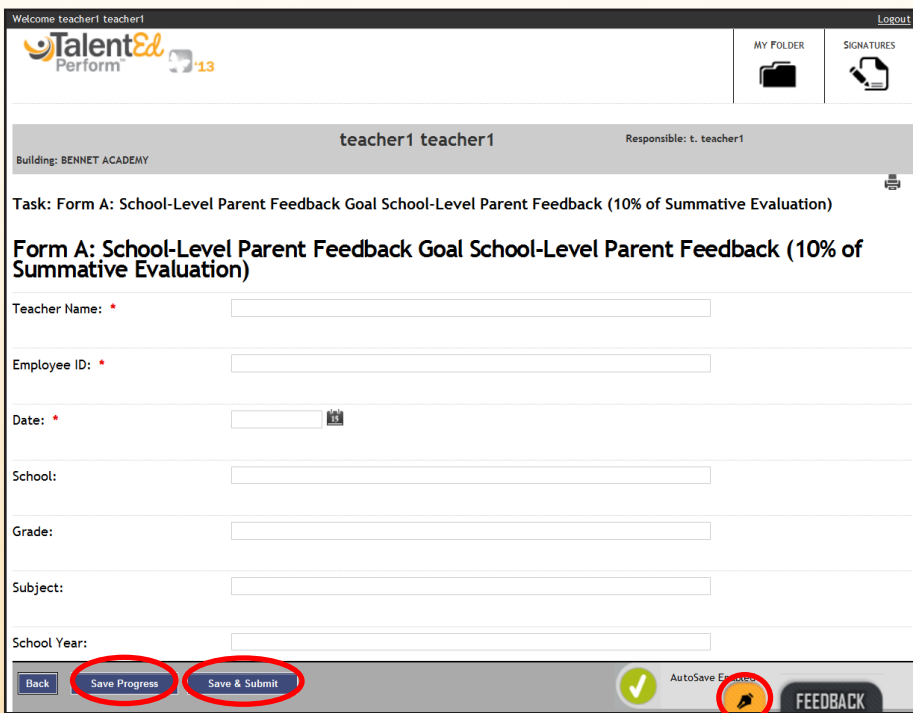
Finally, the Profile menu will allow you to view your profile within TalentEd. Here you will see your full name, user name, email address, job type, and list of supervisors. From this menu you can also change your password by clicking the, “Change My Password” link.

VIEWING AND FILLING OUT FORMS

By clicking the “Go to Form” button from the My Folder menu you may view and fill out forms that have been assigned to you by your supervisor. It is possible to take notes while filling out a form by clicking on the notes button, a black pen in a yellow box, located on the bottom of the screen.

If you have not completed a form and wish to continue working on it later you can click the “Save Progress” button located on the bottom of the screen. This will save your progress and allow you to resume where you left off at a later time.

Once you have completed the whole form you will need to save and submit the form. Please note that this will lock the form and prevent further changes. To save and submit the form click the “Save and Submit” button located on the bottom of the form. This will alert your supervisor that you have completed the form and begin the signature process. Please note that form A must be completed before any subsequent forms can be saved and submitted. However, other forms can be filled out and any progresses on them saved until form A is complete.



teacher1 teacher1 Responsible: t. teacher1

Building: BENNET ACADEMY

Task: Form A: School-Level Parent Feedback Goal School-Level Parent Feedback (10% of Summative Evaluation)

Form A: School-Level Parent Feedback Goal School-Level Parent Feedback (10% of Summative Evaluation)

Teacher Name: *

Employee ID: *

Date: *

School:

Grade:

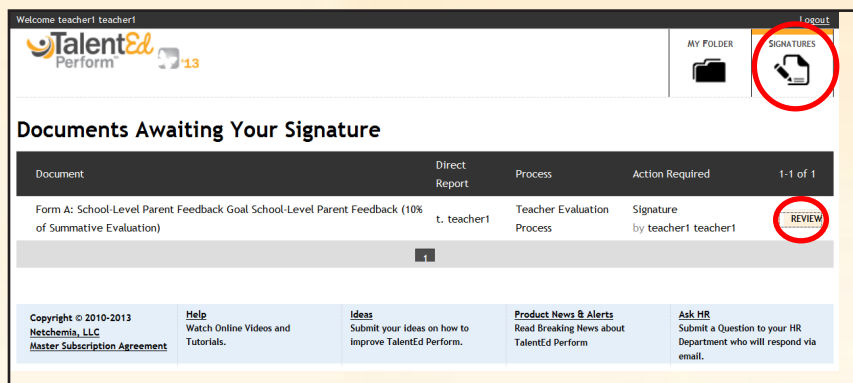
Subject:

School Year:

Back Save Progress Save & Submit AutoSave Feedback

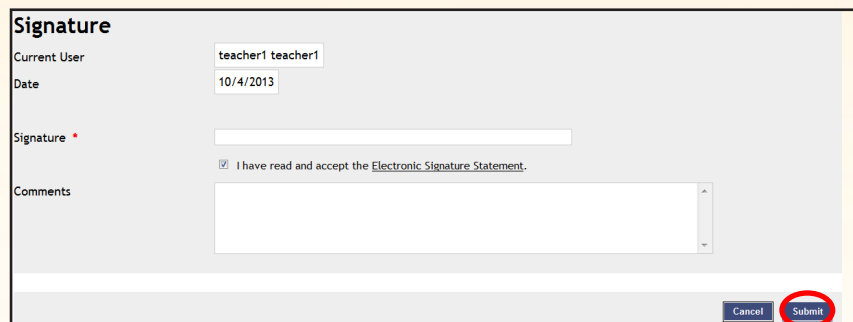
SIGNATURES

Once you Save and Submit a form it will be sent to your supervisor for review and approval. Once this is complete you will need to digitally sign the form. In the top right hand corner of your screen next to the My Folder menu you will see a second menu called signatures. Click on that menu and you will be taken to a screen like the one displayed to the right. Click the “Review” button to be taken to the form so that you may review and sign it.



Document	Direct Report	Process	Action Required	1-1 of 1
Form A: School-Level Parent Feedback Goal School-Level Parent Feedback (10% of Summative Evaluation)	t. teacher1	Teacher Evaluation Process	Signature by teacher1 teacher1	REVIEW


After reviewing the form to make sure all of the information is correct scroll to the bottom where the Signature section (displayed to the right) is located. To sign the form type your full name in the signature field and make sure the box below it is checked. There is an additional section below labeled “Comments.” You may add general comments and any rebuttals or objections to the form’s contents that you would like to make. Once this is done click the Submit button to complete the task.



ADDITIONAL ASSISTANCE

For additional assistance please contact your school’s technology specialist.

Additional resources can be viewed at the Human Resources home page: <http://publicschools.manchesterct.gov/page.cfm?p=543>.



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QUICKLINKS CONTACT US

DISTRICT INFORMATION CALENDARS Departments JOBS RESOURCES SCHOOLS

Human Resources

Position	E-Mail	Phone (800)
BOE Receptionist - General Information	boehr@manchesterct.gov	647-5041

Information

- Manchester Public Schools Teacher Recruitment Information
- Evaluation Documents
- Forms
- Union Contracts

For information on becoming a teacher substitute for Manchester Public Schools, please call Kelly Services @ 860-674-1710

Employees needing to report an absence, please call 1-866-535-5999 or login www.kellyeducationstaffing.com

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